


# CALSTARS/FSCU – FISCAL YEAR 2018-19

July 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CALSTARS Processing Times: Cost Allocation ..... 10:00 AM Labor Distribution..... 3:00 PM Nightly Processing..... 6:00 PM YEC/YEO..... 5:00 PM			CALSTARS Contacts: Hotline Hotline E-mail Fax Training Registrars Production Control		(916) 327-0100 <a href="mailto:hotline@dof.ca.gov">hotline@dof.ca.gov</a> (916) 323-4049 (916) 445-0211 ext. 2812 (916) 323-7541	
Saturday CALSTARS Processing Schedule: Hotline 8:00 AM – 1:00 PM Processing – 1:00 PM Production Control 9:30 AM – 2:00 PM						
1 HAPPY NEW FISCAL YEAR!	2 Look for ICRP training announcement.	3	4  Independence Day	5 Monthly UCM web update. Reminder: Complete quarterly SWCAP transfer by end of the month.	6  CALSTARS Saturday Hotline starts tomorrow	7 CALSTARS Saturday Processing begins.
8	9	10	11	12 Have you ordered and received all of your monthly CALSTARS reports?	13 Pro Rata/SWCAP Workload data due from central service agencies.	14 CALSTARS Saturday Processing available.
15	16 Look for Budget Letter on 2018-19 Late Payment Penalty Rates.	17	18	19	20	21 CALSTARS Saturday Processing available.
22	23	24	25	26	27 4th quarter CMIA reports due from departments.	28 CALSTARS Saturday Processing available.
29	30 Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM).  Last day to run monthly CA/FS for FM 12 by 10 AM.	31 PAY DAY  Year-end Reports due to SCO for General Fund, Feeder Funds, and Economic Uncertainty Funds.  Month-end rollover.				


# CALSTARS/FSCU – FISCAL YEAR 2018-19

August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FSCU Contacts: Hotline (916) 324-0385 Hotline E-mail <a href="mailto:fscuhotline@dof.ca.gov">fscuhotline@dof.ca.gov</a> Fax (916) 445-2854 Pro Rata (916) 445-3434 ext. 2145 Pro Rata E-mail <a href="mailto:fiprosp@dof.ca.gov">fiprosp@dof.ca.gov</a>					<b>Reminder:</b> CS 12-45 – June payroll expenditures by fund due to Finance budget analyst in early August.	
			<b>1</b> Look for 1 <sup>st</sup> Pro Rata transfer by SCO in August.	<b>2</b>	<b>3</b> Monthly UCM web update.	<b>4</b> CALSTARS Saturday Processing available.
<b>5</b>	<b>6</b> Pro Rata/SWCAP expenditures due from central services agencies	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> CALSTARS Saturday Processing available.
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> <b>Reminder:</b> Run YEC/YEO before CA/FS.	<b>16</b> Register for CALSTARS 2018/19 training classes.	<b>17</b> Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM).  CALSTARS Saturday Hotline ends tomorrow.	<b>18</b> CALSTARS Saturday Processing ends. 
<b>19</b>	<b>20</b> Year-end Report 13 due to Finance – FSCU  Report 14 due to SCO  Year-end Reports due to SCO for all funds other than General Fund, Feeder Funds, and Economic Uncertainty Funds.	<b>21</b> Have you ordered and received all of your monthly CALSTARS reports?	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> State Fund Accounting Course-Class 503 starts.	<b>30 PAY DAY</b>  State Fund Accounting Course-Class 504 starts.  Last day to run monthly CA/FS for <b>FM 01</b> by 10 AM	<b>31</b> Month-end rollover.	

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September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Vendor payment purge.
2	3  <b>Labor Day (observed)</b>	4 GAAP information due to SCO.	5 Monthly UCM web update.	6 <b>Reminder:</b> Run YEC/YEO before CA/FS.	7	8
9	10	11	12	13 Have you ordered and received all of your monthly CALSTARS reports?	14 Deadline to submit revision to year-end reports to SCO.	15
16	17 Look for Pro Rata/SWCAP Budget Letter.	18	19	20	21 <b>Fall begins</b> 	22
23	24	25	26	27 Last day to run monthly CA/FS for <b>FM 02</b> by 10 AM.	28 Month-end rollover.	29
30 <b>PAY DAY</b>						

## CALSTARS/FSCU – FISCAL YEAR 2018-19

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> Pro Rata/SWCAP assessments sheets due from departments to Finance budget analyst.	<b>3</b>	<b>4</b>	<b>5</b> Monthly UCM web update.  <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Have you ordered and received all your monthly CALSTARS reports?	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> 1 <sup>st</sup> quarter CMIA reports due from departments.	<b>30 PAY DAY</b>  Last day to run monthly CA/FS for <b>FM 03</b> by 10 AM.	<b>31</b> Annual timesheet record purge process.  Month-end rollover.  	Section 8.54 of the 2018 Budget Act authorizes Finance to reduce any state operations appropriation for departments that have not recovered SWCAP from the federal government. See SAM Section 8755-8756 Finance, FSCU, offers training to departments on the preparation of ICRPs. More information on the training can be found at: <a href="http://www.dof.ca.gov/Accounting/Consulting_and_Training/">http://www.dof.ca.gov/Accounting/Consulting_and_Training/</a> <b>Question:</b> What are the requirements to transfer SWCAP recoveries to the General Fund? <b>Answer:</b> GC sections 13332.01-02 require departments to recover SWCAP costs from federal government and transfers the recoveries to the General Fund within 30 days after the end of each quarter. Control Section 8.54 of the 2018 Budget Act authorizes Finance to reduce any state operations appropriation for departments that have not recovered SWCAP from the federal government.		

## CALSTARS/FSCU – FISCAL YEAR 2018-19

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><u>Question:</u> Can departments pay claims against reverted appropriations? Does Department of Finance (Finance) need to approve reverted year claims?</p> <p><u>Answer:</u> Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g. a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7). Finance approval is not required for such claims.</p> <p>FSCU Frequently Ask Questions:  <a href="http://www.dof.ca.gov/Accounting/FSCU/FSCU_FAQs/">http://www.dof.ca.gov/Accounting/FSCU/FSCU_FAQs/</a></p>				<b>1</b> Look for 2 <sup>nd</sup> Pro Rata transfer by SCO in November.	<b>2</b>	<b>3</b>
4	<b>5</b> Monthly UCM web update.	6	7	8	9	10
11	<b>12</b> Veterans Day (observed) 	<b>13</b> Have you ordered and received all of your monthly CALSTARS reports?	14	15	16	17
18	19	20	<b>21</b> Early processing day.	<b>22</b> Thanksgiving Day (observed) 	<b>23</b> Day after Thanksgiving	24
25	26	27	28	<b>29 PAY DAY</b> Last day to run monthly CA/FS for <b>FM 04</b> by 10 AM.	<b>30</b> Month-end rollover.	


## CALSTARS/FSCU – FISCAL YEAR 2018-19

December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>Reminder:</b> Submit ICRP or CAP to FSCU for review (due in December).	1  Vendor payment purge.
2	3	4	5 Monthly UCM web update.	6	7	8
9	10	11	12	13 Last day to correct 2018 reportable payments. Request P01/P02 Reports.	14 Reportable payments for 2018 are sent to FTB to create 1099s. Begin posting 2019 reportable payments.	15
16	17 Have you ordered and received all of your monthly CALSTARS reports?	18	19	20	21 <b>Winter begins</b> 	22
23	24	25 <b>Christmas Day</b> 	26	27	28 Last day to run monthly CA/FS for <b>FM 05</b> by 10 AM.	29
30	31 <b>PAY DAY</b> Month-end rollover.					

## CALSTARS/FSCU – FISCAL YEAR 2018-19

January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Review Accounts Receivable (ARs) to determine ARs to submit for FTB Intercept Program offset. More information on how to manage your departments ARs can be found at:  <a href="http://www.dof.ca.gov/Accounting/Policies_and_Procedures">http://www.dof.ca.gov/Accounting/Policies_and_Procedures</a></p> <p>State Fund Accounting Course Spring Sessions Begin:  <a href="http://www.dof.ca.gov/Accounting/Consulting_and_Training/State_Fund_Accounting_Course/">http://www.dof.ca.gov/Accounting/Consulting_and_Training/State_Fund_Accounting_Course/</a></p>						
		<b>1</b> New Year's Day 	<b>2</b> Reminder: Batch dates year must be 2019.	<b>3</b>	<b>4</b> Monthly UCM web update.	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> Reminder: Complete quarterly SWCAP transfer by end of the month.	<b>9</b> State Fund Accounting Course-Class 505 starts.	<b>10</b> State Fund Accounting Course-Class 506 starts.	<b>11</b> Have you ordered and received all of your monthly CALSTARS reports?	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Martin Luther King Jr. Day (observed)	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> PAY DAY Last day to run monthly CA/FS for <b>FM 06</b> by 10 AM.	<b>31</b> 2 <sup>ND</sup> quarter CMIA reports due from departments. Month-end rollover.		

## CALSTARS/FSCU – FISCAL YEAR 2018-19

February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 Look for CALSTARS Year-End Training schedule COM(s).	14 	15 Monthly UCM web update.  Have you ordered and received all of your monthly CALSTARS reports?	16
17	18 Presidents' Day 	19	20	21	22	23
24	25	26	27 Last day to run monthly CA/FS for <b>FM 07</b> by 10 AM.	28 <b>PAY DAY</b> Month-end rollover.		



# CALSTARS/FSCU – FISCAL YEAR 2018-19

## March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Question:</b> What is Pro Rata?</p> <p><b>Answer:</b> Nineteen entities provide various support services to state departments on a centralized basis. These entities, called "centralized service agencies" provide budgeting, banking, auditing, and other services that are funded by the state's General Fund. Central service also includes the costs of health and dental benefits for retired state employees. Special funds are required by law to reimburse the General Fund for their fair share of the costs of these services. The allocation of central service costs is accomplished through "Pro Rata". Pro Rata assessments are paid by departments through SCO transfers which are processed in August, November, and March. For more information, see SAM sections 8753-8754.</p> <p>Pro Rata Information: <a href="http://www.dof.ca.gov/Accounting/Statewide_Cost_Allocation/Pro_Rata_Overview/">http://www.dof.ca.gov/Accounting/Statewide_Cost_Allocation/Pro_Rata_Overview/</a></p>						
<p>Finance Website References:            Department of Finance: <a href="http://www.dof.ca.gov/">http://www.dof.ca.gov/</a>            CALSTARS Home Page:  <a href="http://www.dof.ca.gov/Accounting/CALSTARS/">http://www.dof.ca.gov/Accounting/CALSTARS/</a>            FSCU Home Page:  <a href="http://www.dof.ca.gov/Accounting/Policies_and_Procedures/">http://www.dof.ca.gov/Accounting/Policies_and_Procedures/</a></p>					<p><b>1</b> Look for 3<sup>rd</sup> Pro Rata transfer by SCO in March.</p>	<p><b>2</b> Vendor payment purge.</p>
3	<p><b>4</b> Register for CALSTARS Year-End Classes.</p>	<p><b>5</b> Monthly UCM web update.</p>	6	7	8	9
10	11	12	<p><b>13</b> Have you ordered and received all of your monthly CALSTARS reports?</p>	14	15	16
<p>17</p> 	18	19	<p><b>20</b> <i>Spring begins</i></p> 	21	22	23
24	25	26	27	<p><b>28</b> Last day to run monthly CA/FS for <b>FM 08</b> by 10 AM.</p>	<p><b>29 PAY DAY</b> Month-end rollover.</p>	30
31						

# CALSTARS/FSCU – FISCAL YEAR 2018-19

## April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Look for Pro Rata & SWCAP training announcement for May 2019 at <a href="http://www.dof.ca.gov/Accounting/Statewide_Cost_Allocation/Statewide_Cost_Allocation_Training/">http://www.dof.ca.gov/Accounting/Statewide_Cost_Allocation/Statewide_Cost_Allocation_Training/</a> Accounts Receivable (AR) Toolkit-Assist state departments in managing of their accounts (AR). Visit AR Toolkit at: <a href="http://www.dof.ca.gov/Accounting/Policies_and_Procedures/documents/AT2016.pdf">http://www.dof.ca.gov/Accounting/Policies_and_Procedures/documents/AT2016.pdf</a>						
	<b>1</b> <b>Cesar Chavez Day (observed)</b>  CALSTARS table log records back-up and purge process.	<b>2</b> Look for Pro Rata and SWCAP training.	<b>3</b> Start conducting Year-End meetings (use updated Year-End work plan).  Set AS reversion indicators for CFY022 and CFY023 processes.	<b>4</b> CFY022 process 1 <sup>st</sup> Reports Only Run.  Look for CMIA Annual Forum detail information at <a href="http://www.dof.ca.gov/Accounting/Consulting_and_Training/">http://www.dof.ca.gov/Accounting/Consulting_and_Training/</a>	<b>5</b> <b>Reminder:</b> Table Review: OC, AS, IC, PCA, LC, CA, and EM before generating and creating FFY 2019 tables.	<b>6</b>
7	<b>8</b> Monthly UCM web update.  <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.	<b>9</b>	<b>10</b> CFY022 process 2 <sup>nd</sup> Reports Only run.  Look for Budget Letter on Year-End Financial Reporting Guidance.	<b>11</b>	<b>12</b> Have you ordered and received all of your monthly CALSTARS reports?	<b>13</b>
14	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
28	<b>29</b> 3 <sup>rd</sup> quarter CMIA reports due from departments.  Last day to run monthly CA/FS for <b>FM 09</b> by 10 AM.	<b>30</b> <b>PAY DAY</b>  Month-end rollover.				

## CALSTARS/FSCU – FISCAL YEAR 2018-19

May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><u>Question:</u> What is the Statewide Cost Allocation Plan (SWCAP)?</p> <p><u>Answer:</u> SWCAP is prepared annually by the Department of Finance, Fiscal System and Consulting Unit. The State of California provides certain services such as budgeting, accounting, auditing, payroll, etc., to operating agencies, a process is necessary to identify these central service costs and assign them to benefited activities on a reasonable and consistent basis. Departments recover their assigned costs from the federal government. The federally reviewed and approved, statewide central service cost allocation plan provides that process.</p> <p>SWCAP Frequently Ask Question:  <a href="http://www.dof.ca.gov/Accounting/Statewide_Cost_Allocation/">http://www.dof.ca.gov/Accounting/Statewide_Cost_Allocation/</a></p>			<p><b>1</b></p> <p>CFY022 process Final Transaction Run generates liquidation and re-classify entries.</p> <p>CMIA Annual Forum</p>	<p><b>2</b></p> <p>First Day to run CA/FS for April.</p>	<p><b>3</b></p> <p>Look for news item regarding SCO Fiscal Year-End Procedures.</p>	<p><b>4</b></p>
	<p><b>5</b></p>	<p><b>6</b></p> <p>Monthly UCM web update.</p>	<p><b>7</b></p>	<p><b>8</b></p>	<p><b>9</b></p>	<p><b>10</b></p>
	<p><b>11</b></p>	<p><b>12</b></p> <p>Mother Day</p> 	<p><b>13</b></p>	<p><b>14</b></p> <p>Have you ordered and received all of your monthly CALSTARS reports?</p>	<p><b>15</b></p>	<p><b>16</b></p> <p>CFY023 process 1<sup>st</sup> Reports Only Run.</p>
	<p><b>17</b></p>	<p><b>18</b></p>	<p><b>19</b></p>	<p><b>20</b></p>	<p><b>21</b></p>	<p><b>22</b></p>
<p><b>23</b></p>	<p><b>24</b></p>	<p><b>25</b></p>	<p><b>26</b></p>	<p><b>27</b></p> <p>Memorial Day (observed)</p> 	<p><b>28</b></p>	<p><b>29</b></p>
<p><b>30</b></p> <p>PAY DAY</p> <p>Last day to run monthly CA/FS for <b>FM 10</b> by 10 AM.</p>	<p><b>31</b></p> <p>Month-end rollover.</p>	<p><b>32</b></p>	<p><b>33</b></p>	<p><b>34</b></p>	<p><b>35</b></p>	<p><b>36</b></p>

## CALSTARS/FSCU – FISCAL YEAR 2018-19

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CALSTARS Frequently Asked Questions: <a href="http://www.dof.ca.gov/Accounting/CALSTARS/CALSTARS_FAQs/">http://www.dof.ca.gov/Accounting/CALSTARS/CALSTARS_FAQs/</a>						1  Vendor payment purge.
2	<b>3</b> Ensure FFY 2019 OC Table is established.	<b>4</b> Review Vendor Number: "AAAAAAAAAA" CFY023 process 2 <sup>nd</sup> Reports Only Run.	<b>5</b> Monthly UCM web update.	6	7	8
9	10	<b>11</b> Have you ordered and received all of your monthly CALSTARS reports?	12	13	<b>14</b> Ensure all FFY 2019 Tables are established and reviewed such as OC, AS, IC, PCA, LC, CA and EM Tables.	15
16 Father's Day 	17	18	19	20	<b>21</b> Summer begins 	22
23	24	25	26	<b>27</b> Last day to run monthly CA/FS for <b>FM 11</b> by 10 AM.	<b>28 PAY DAY</b> CFY023 process Final Transaction Run – generates re-classify entries.  Budget Letter prohibiting ORF disbursements issued if no budget passed.  Month-end rollover.	29
30						